

Staff Data Protection Agreement

This Staff Data Protection Agreement ("Agreement") is made between **[Company Name]** ("the Employer") and the undersigned staff member ("the Employee").

1. Purpose

The purpose of this Agreement is to ensure that the Employee understands and complies with the principles of data protection and confidentiality in relation to all personal data handled during the course of their employment.

2. Definitions

- **Personal Data:** Any information relating to an identified or identifiable individual.
- **Processing:** Any operation performed on personal data, whether or not by automated means.
- **Data Subject:** An individual whose personal data is processed.

3. Employee Obligations

1. The Employee shall comply with all applicable data protection laws and the Employer's Data Protection Policy.
2. The Employee shall process personal data only for work-related purposes and within the scope of their role.
3. The Employee shall maintain the confidentiality, security, and integrity of all personal data accessed or processed during their employment.
4. The Employee shall promptly notify the Employer of any data breaches or incidents involving personal data.
5. The Employee shall not disclose personal data to unauthorised persons or use personal data for personal purposes.

4. Confidentiality

The Employee undertakes to keep all personal and sensitive data strictly confidential, even after termination of employment.

5. Return of Data

Upon termination of employment, the Employee shall return all documents and materials containing personal data to the Employer, and delete any electronic records as instructed.

6. Breach and Discipline

Any breach of this Agreement may result in disciplinary action, including possible dismissal and legal action, as deemed appropriate by the Employer.

7. Acknowledgement

By signing below, the Employee confirms that they have read, understood, and agree to abide by this Staff Data Protection Agreement.

Employee Signature

Date

Employer Representative Signature

Date